

## TRAINING OFFICER

### Class Definition

Under direction, designs and implements employee development and technical training programs.

### Distinguishing Characteristics

The Training Officer is a section head responsible for establishing and maintaining all training procedures and policies of the Department of Public Utilities. Duties include assessing and analyzing training needs, and designing and implementing interactive, results-oriented training programs to meet those needs. The incumbent also may serve as an internal consultant to other departments regarding organizational, management, and skills training programs. This class is distinguished from Assistant Training Officer in that the latter is a journey level class. This is an unclassified position in which the incumbent serves at the will of the Director of Public Utilities.

### Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Coordinates, develops, and implements training programs in management, leadership, supervision, quality improvement, team building, safety, and skills training.

Supervises clerical, technical, and professional personnel as assigned.

Researches, plans, schedules, evaluates, and recommends internal training programs to support organization goals.

Formulates training plans; designs criteria to measure effectiveness in meeting organizational goals.

Assesses, identifies, and evaluates training needs in the organization.

Develops, introduces, and evaluates new methods of training delivery.

Serves as a resource to departments by providing information on training conferences, seminars, and training materials.

Designs audio-visual aids to enhance employee training.

Leads Department Organization Development Human Resources and Steering Committee.

Serves as a member of the Department Safety Committee.

Analyzes existing organizational structure; recommends alternatives suited to the department vision and mission.

Performs related duties as required.

*Knowledge, Abilities, and Skills*

Knowledge of training principles, methodology, and adult learning theories.

Knowledge of research techniques and the availability of training resources and information.

Ability to operate and demonstrate the use of audio-visual equipment for training purpose.

Ability to design and implement training programs.

Ability to communicate effectively, both orally and in writing.

Ability to supervise and provide direction to professional and clerical staff.

Ability to establish and maintain effective working relationships.

Ability to use a variety of computer business software applications.

*Minimum Qualifications*

Graduation from an accredited college or university with major course work in human resources, organizational behavior, business administration, public administration, or related field; and three years of progressively responsible experience in planning and conducting employee training and development courses for a governmental agency or large private company. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

*Special Requirement*

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: \_\_\_\_\_  
Director of Administrative Services

DATE: \_\_\_\_\_